

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **REAL PROPERTY TAX SERVICE AIDE**

Jurisdictional Class: **Competitive**

Date Adopted: **1/5/81**

Date Revised:

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **8**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing a variety of clerical subprofessional tasks assisting in the administration of the county property valuation program. The incumbent has the responsibility to assist town assessors in the preparation of assessment rolls including the review of changes made by the assessors, and preparing changes to computer file. Additionally, the incumbent monitors data entry for assessment roll preparation and assists in balancing assessment figures, reports, and levied and relieved taxes. The work is performed under supervision of the Director of Real Property Tax Services I and the Assessment Manager. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares changes to computer file regarding special franchise, state land, and railroad accounts;

Monitors data entry for assessment roll preparation;

Assists town assessors by demonstrating proper methods and procedures for maintaining and updating assessment records;

Confers with general public, officials of government, and town assessors on appraisal and assessment records;

Corrects errors on tax rolls;

Explains operation of data processing system and its relation to assessment records;

Assembles field books, school rolls and tax rolls;

Balances a variety of assessment rolls;

Prepares comparison reports of tax rolls and taxable levies;

Attends and participates in various meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business arithmetic and English; working knowledge of office terminology, procedures and equipment; working knowledge of modern property assessment methods; ability to read and understand property deeds, tax maps and other documents of legal nature relating to property valuation and assessment work; ability to explain basic concepts of the data processing system to town assessors; ability to collect and record property valuation information from a variety of sources; ability to organize numerical data and prepare reports from same; ability to deal effectively with the public; ability to understand and carry out oral and written instructions; clerical aptitude; good judgment and accurate resourcefulness.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from high school and one year of general clerical experience; OR

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **REAL PROPERTY TAX SERVICE AIDE**

- (B) Completion of 30 credit hours of post-secondary education in Business Administration, Public Administration, Secretarial Service, Accounting, Management or related field.